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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 14 November 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 40, 8 November - 16 November 1960

1. Number in Clerical Orientation Training: During the week of 7 November - 10 November 1960, there were 10 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 7 November - 10 November 1960, there were 34 trainees in Clerical Induction Training; of these, 15 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 7 November - 10 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	4	1
Shorthand	1	1

(b) The results of the tests administered to clerical applicants for the week 7 November - 10 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	12	2
Shorthand	1	0

4. Clerical Refresher Training Program 103 Completed on 10 November 1960: In this Refresher Training Program, students were enrolled from the following Agency components: DDP, 17; DDI, 10; DDS, 11; DCI, 1. The total number of students was 39. Two members of the Intermediate Shorthand Dictation class and three members of the Typing Techniques Review class met the requirements of the Agency Clerical Skills Qualification Tests during this program.

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5. Auditing of Clerical Refresher Training Classes: Mrs. [REDACTED] completed auditing the English Usage class and instructing the Shorthand Theory Review class during this running of the Clerical Refresher Training classes. She plans to audit a typewriting class during 21 November - 16 December 1960.

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